

Trustees of the Manchester City Library
Minutes – November 19, 2007

Called to order at 3:35pm

In attendance: Trustee Chair Karen Sheehan-Lord, Trustees , Joannie Barrett, Jeff Hickok, Kevin Devine and Library Director Denise van Zanten. Also, present Foundation Chair Monique Brown.

Excused: Trustees Madeleine Roy and Jack Shea

Minutes: approval of the September 17th minutes with 2 changes: Motion to go into executive session per RSA91-A:3II(b) and to fix misspelled word. Motion to accept the minutes with these changes made by Trustee Barrett, seconded by Trustee Devine, all in favor.

Director's Report:

PERSONNAL – 2 Candidates for the Librarian I and the Teen Librarian positions have been offered the job. One has accepted the position of Librarian I and the other we are waiting to hear from.

BUILDING ISSUES: The Main Branch has had no building issues. The West Branch mortar is done. Parking is still an issue. Land that was for sale has now been taken off the market. Suspected arson attempt has been reported at the West Branch. Small fire was set outside in the back of the Library. Director van Zanten is working on getting more outside lighting for the West Branch.

Trustee Hickok asked if the Main or West had security cameras. Director van Zanten told him no and the cost is very expensive and is on the CIP request every year.

Reclassification of pay grades is being reviewed by Human Resources.

WEST BRANCH FRIENDS: Director van Zanten met with the Friends of the West Branch Library. They will be renewing museum passes and will be doing more programs. They will also need to file with the Attorney General's office for a non-profit status as Director van Zanten was told by Attorney Terry Knowles.

Cote' estate has been put in storage in Virginia. Trying to determine our next step with executor of the estate.

DRESS CODE: Trustees voted to accept the recommendations of the Board of Mayor and Alderman regarding the dress code policy. The Library Director has the discretion to waive this policy for special days for library staff.

DAMAGED & LOST MATERIALS: Discussion was held on the damaged and lost materials policy. Also, Trustee Hickok would like Head of Circulation to attend next

meeting. Motion was made to accept the Damage and Lost Policy by Trustee Barrett, seconded by Trustee Hickok, all in favor.

TRAVEL POLICY: Trustees will look over and discuss at the next meeting.

FINANCE: Nothing to report at this time.

FOUNDATION

Meeting was on November 15th at 3:30pm. Foundation members personalized letters and the event was at 5:30pm.

Foundation needs new secretary and October Minutes were not available for the meeting. Foundation by-laws will be reviewed at the next meeting. Trustees were also given a draft copies of the by-laws and the Mission Statement and will contact Foundation Chair Monique Brown to discuss any changes or additions they would like to make.

New Foundation member Dan Scanlon from Grubb & Ellis Coldstream Real Estate has joined the board.

Sweet Success Dinner will be held by Citizens Bank. 2 Foundation members and Director van Zanten will attend.

No author has been found yet.

Old Business: None at this time.

New Business:

Trustee Joseph Sullivan has resigned as of October 1. Will be looking for new member to replace him from the West Side. Trustees will also get him a Gift Certificate and purchase sports history books to honor his years of service to the Library.

Motion was made for early closing at 5PM – November 21st for the West Branch by Trustee Devine, seconded by Trustee Barrett, all in favor.

Approved minutes should be posted on the library website 48 hours after approval by the Trustees.

Also, needed is a liaison from the Aldermanic Board – Mayor appoints this position. Will discuss further after the New Year.

Discussion was held on letter received by Director van Zanten from Gerard Michael. Adjourned at 5:25pm